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**AMENDMENT 1
Continuing Professional
Architectural & Engineering Services
REQUEST FOR QUALIFICATIONS (RFQ) # 01-19/20**

November 5th, 2020

Request for Qualifications # 01-19/20, Continuing Professional Architectural & Engineering Services
is amended as follows:

This addendum is issued to clarify the previously issued request for qualification documents and is hereby made a part of the contract documents. All requirements of the documents not modified herein shall remain in full force and effect as originally set forth.

Per schedule on Amendment 2, responses must be received by the City by no later than **2:30 PM(EST) on November 19th, 2020**, via DemandStar at which time the Responses will be opened publicly. Any Response received after the time and date first mentioned above, whether by mail or otherwise, will be returned unopened. Respondents are responsible for ensuring that their Qualification response is received in the Clerk's Office by the deadline. Below please find updated Zoom meeting details:

Join Zoom Meeting
<https://us02web.zoom.us/j/83589520063>
Meeting ID: 835 8952 0063
Dial by Phone
1-646-558-8656

The following are question(s) and answer(s) from the advertised Request for Qualifications # 01-19/20 Continuing Professional Architectural & Engineering Services.

- 1. Question:** Page 14 / Tab I. Insurance: Certificate of Insurance must be provided by Prime and Subconsultants?
- 1.Answer:** Yes, Certificates of Insurance **MUST** be provided by any individual, firm, partnership, corporation, association, or other legal entity, whether they are responding as the Prime or as Subconsultants, which are permitted by law, to perform Professional Services within the practices of Architect, Engineering, Landscape Architect and surveying and mapping services. In other words, proof of insurance is required for all Architects, Professional Engineers, Landscape Architects, Surveyors or Mappers responding to this RFQ even if they are subconsultants.

2. Question: Form 2 / Company Qualifications Questionnaire: Page 20: “Please identify the Firm’s category with the Florida, under “Date Licensed”: please indicate which date is referred to, or if Expiration date is applicable. Page 21: Same inquiry under “License Issuance Date”, does this correspond to “Expiration date” instead?

2. Answer: Form 2, Page 20 requires the “Licensure Date” and Page 21 requires the “Original License Date” per examples below, taken directly from the Florida Department of Business Professional Regulations (DBPR) website.

License Information

| | |
|------------------------|-------------------|
| License Type: | Registry |
| Rank: | Registry |
| License Number: | XXXXX |
| Status: | Current |
| Licensure Date: | 08/22/1976 |
| Expires: | |

Licensee

| | | | |
|-----------------|-----------------|-------------------------------|-------------------|
| Name: | XYZ FIRM | License Number: | |
| Rank: | Registry | License Expiration Date: | |
| Primary Status: | Current | Original License Date: | 08/22/1976 |

3. Question: Can you please provide some clarification on an item regarding the recent released addendum? It is regarding the references needed from both the Prime and Subconsultants. Answers to Questions 5, 53 and 55 state references “should be submitted for both the prime and subconsultants”. However, the answer to Question 39 says “References must be submitted for subconsultants as well.” If you can please clarify if they must be included? And to confirm if that includes the 3 reference forms AND the 3 reference letters for both Prime and any subconsultants?

3. Answer: Form 9 – References # 1-3, **MUST** be submitted for both Prime and Subconsultants. In addition to Form 9, Prime should (recommended) have three (3) letters of reference. In addition to Form 9, Subconsultants may (optional) have three (3) letters of reference. Letters can be references from others not listed on Form 9.

4. Question: We noticed in Addendum 1, that the references must be provided by the subcontractors as well. Do we need to include the 3 references forms only, or do we need to request letters as well? Please let me know what will suffice.

4. Answer: Refer to Q&A # 3 above.

5. Question: In regards to the Certificate of Insurance, do we need to request the sub-contractors to provide a certificate of insurance at this time in order to include it in the proposal? Or is this something they will need to provide after when they are called to perform any work?

5. Answer: Certificates of Insurance **MUST** be provided by all Architects, Professional Engineers, Landscape Architects, Surveyors or Mappers responding to this RFQ, whether they are responding as the Prime or as Subconsultants.

6. Question: Form 2 requests the Total number of employees by trade. We understand you may use this form also for contractors. In this case you want to know how many technical staff we have like architects, engineers, etc.?

6. Answer: Yes.

- 7. Question:** On form 2 can you clarify managerial? In consulting firms usually, project managers which are architects or engineers are also managers, or do you refer to non-technical staff like CFO (financial), Human Resources, etc.
- 7. Answer:** Managerial/ Administrative Employees should include any Principals and Clerical administration which may or could be part of your staffing team.
- 8. Question:** On Form E Project Team/Personnel Qualifications you ask for “Availability of Key Personnel” but then the form refers to hours/per week and relative involvement. Could you consider the proposers providing Availability of Time (in percentages) in the column of Relative Involvement and then translate availability to hours per week? What time frame should we use, is it at the time of submittal?
- 8. Answer:** There is no Form E, however Tab E, responses should include availability of time of key personnel, when qualification submittals are due, and can be submitted in percentage format.
- 9. Question:** On Forms J you ask again for each Key Staff member’s engagement commitments that will exist concurrently with the City’s Services. Are you asking to name specific clients? Or can we state various? In some cases, one person may have smaller commitments to public and private clients and it’s unusual to list at least the private ones. Can you clarify what you will accept, various or individual listings of clients?
- 9. Answer:** There is no Form J, however Form 8, it should include names of the specific key staff members that will be assigned to the City, that may be concurrently working with the City while working with other client’s on other projects, as well.
- 10. Question:** On Forms E and J can you specify what key staff you want to be included? Is it only the Project Manager and Deputy? In your RFQ you mention 15 disciplines which may include subs, are you referring to the person in charge of each discipline?
- 10. Answer:** There are no Forms E and J, however referring to Tab E and Form 8, your list should include all members of your team, whether they are Prime or Subconsultants, who will be in charge of each discipline.